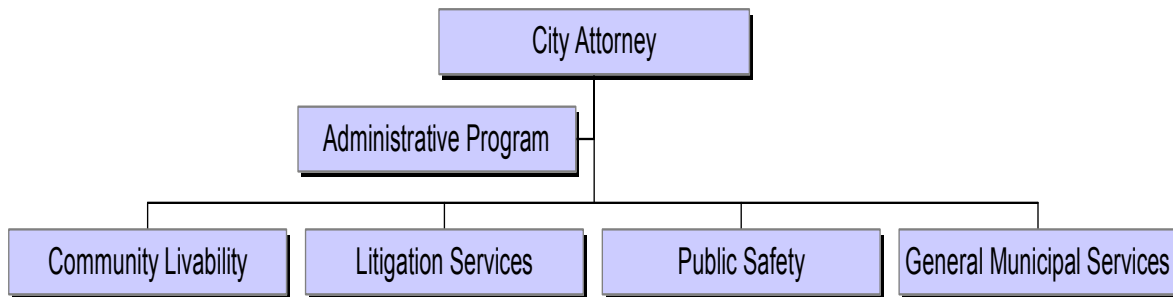


## Office of the City Attorney



### **Description of the Service**

The Office of the City Attorney represents and advises the City Council and all city officers in matters of law pertaining to their offices; represents and appears for the City in actions or proceedings in which the City is concerned or is a party; and represents and appears for any City officer or employee, or former City officer or employee, in actions and proceedings in which such officer or employee is concerned or is a party for acts arising out of his/her employment or by reason of his/her official capacity.

The Office of the City Attorney approves the form of all contracts made by and all bonds and certificates of insurance given to the City, and prepares any and all proposed ordinances or resolutions for the City and amendments thereto. The office provides legal services to the Redevelopment Agency and also prepares such legal documents as may be required for special improvement and maintenance districts.

## Office of the City Attorney

### Mission Statement

The mission of the Office is to provide excellent and ethical legal advice, zealous legal representation, and other quality legal services for the City Council, City officers, and City employees in order that they may lawfully attain the City Council's goals and other department program outcomes without undue risk to the City.

### Major 2004/05 Priorities

- Continue to improve community livability through the implementation of the Neighborhood Livability Program.
- Continue to provide legal services that will reduce the City's exposure to claims for damages and aggressively defend the City when engaged in matters of litigation.
- Continue to coordinate, supervise and manage outside counsel with respect to tort litigation in order to ensure the course of action chosen by outside counsel best represents the interests of the City, its department heads and employees.
- Continue to implement the drug abatement program in cooperation with the Riverside Police Department.

### Strategic Priorities Addressed

- Improve and preserve our quality of life
- Beautify the City

- Continue to act as general counsel for the City of Riverside Redevelopment Agency by advising and representing the Agency Board and staff on legal issues affecting the Agency.
- Continued participation of at least one attorney in the Advanced Management Program of the A. Gary Anderson Graduate School of Management at the University of California Riverside.
- Maintain continuing legal education requirements for attorneys and paralegals.
- Facilitate prompt review and advice for development-related documents and legal issues.

## Programs and Program Goals

### FY 2004/05

**Administrative:** To provide policy direction, administrative support and fiscal management to enable the Department to achieve program outcomes while complying with federal, state, local and other requirements.

**Community Livability:** To provide excellent, ethical and equitable legal enforcement of the Riverside Municipal Code for the citizens of Riverside and the community in order to enable attainment of Public Works Code Compliance and Development Office of Neighborhoods program outcomes.

**Litigation Services:** To provide excellent, ethical and zealous legal representation of the City, its officers and employees to minimize the City's liabilities for its activities.

**Public Safety Services:** To provide excellent and ethical legal advice, training and representation for the officers and employees of the Police and Fire Departments and the Community Police Review Commission in order that they may lawfully attain their program outcomes without undue risk to the City and the public.

**General Municipal Services:** To provide excellent and ethical legal advice and zealous representation for the City Council, officers, employees, and various departments enabling them to lawfully attain City Council goals and other departments program outcomes without undue risk to the City and the public.

## Office of the City Attorney

### Performance Measures

	Actual	Estimated	Target
	2002/03	2003/04	2004/05
% of requests for inspection and/or abatement warrants completed within 21 days of receipt of request	95%	100%	100%
% of criminal code enforcement cases favorably resolved	100%	100%	100%
% of tort litigation cases handled in-house	66%	60%	60%
% of all notices of intent to impose discipline reviewed, approved and returned to the Human Resources Department within 21 days of receipt	67%	85%	85%
% of non-complex contracts prepared within 14 days of requests	N/A	80%	85%
% of non-complex resolutions provided within 21 days of request	N/A	75%	90%
% of documents satisfying planning conditions prepared within 14 days of request	72%	90%	95%

### Recent Accomplishments

- Successful implementation of the Office's 360 degree approach to strategic management whereby the Office devotes time to understanding the needs of our clients, incorporates actions to meet the identified needs into the Office Strategic Plan, and then monitors client satisfaction, measures performance, and evaluates our employees based on their performance in fulfilling our collective goals and objectives.
- Implementation of a new Drug Related Public Nuisance Abatement Program in conjunction with the Riverside Police Department, as approved by the City Council in December 2001. This innovative program combats drugs, criminal and other offensive activities that detrimentally affect the quality of life for Riverside residents. The first property identified under the program was University Lodge resulting in the demolition of the lodge. Over the preceding 30-month period, there were 834 calls for police service to the University Lodge, greater than any other location in the City.
- Successful implementation of the Neighborhood Livability and Receivership Programs approved by the City Council. The programs have had numerous successes including the complete rehabilitation of a single-family residence at 3475 Mulberry Street and the court-issuance of a preliminary injunction against an individual who has illegally converted 10 single-family residences and operated them as illegal boarding houses.
- Successful development and implementation of a comprehensive Risk Management Program and Revenue Recovery Program which has reduced liability costs and increased revenue.
- Prepared design-build specifications for use on three Americans with Disabilities Act (ADA) remodeling projects. The implementation of the design-build method eliminated the need to undergo a Request for Proposal process to retain a design professional, thus cutting down the time necessary to contract for three essential public projects. The bid process enabled the City to use CDBG funds that were on the verge of being lost.
- Obtained a judgment in City of Riverside v. Twin Buttes, which vested the title to a portion of the Twin Buttes Canal to adjacent property owners.
- Successful revocation of a MCUP held by a nightclub due to the criminal and nuisance activity associated with its operation.
- Successful defense of the City in several litigated matters initiated by billboard companies and the impending removal of the billboards from the City.

## Department Summary

<b>Budget Summary</b>	<b>Actual 2002/03</b>	<b>Budget 2003/04</b>	<b>Proposed 2004/05</b>	<b>Change</b>
Personnel Services	1,804,475	2,165,087	2,265,675	4.6%
Non-Personnel	273,539	199,343	224,809	12.8%
Special Projects	122,272	52,560	77,560	47.6%
Equipment Outlay	6,815	0	0	---
<i>Direct Operating</i>	2,207,101	2,416,990	2,568,044	6.2%
Debt Service	0	0	0	---
Capital Outlay	0	0	0	---
Charge From Others	487,539	452,676	356,350	-21.3%
<i>Gross Budget</i>	2,694,640	2,869,666	2,924,394	1.9%
Charge To Others	(2,816,229)	(2,869,666)	(2,924,394)	1.9%
<b>Net Budget</b>	(121,589)	0	0	---

### Expenditure Summary (Gross Budget)

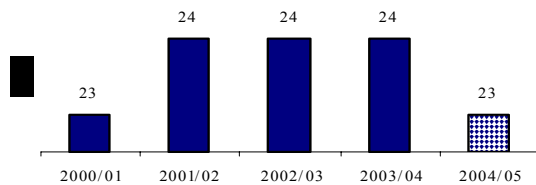
Office of the City Attorney	2,694,642	2,869,666	2,924,394	1.9%
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<b>Expenditure Total</b>	2,694,642	2,869,666	2,924,394	1.9%
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<b>Personnel Summary</b>	24.00	24.00	23.00	(1.00)
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### Program Summary

Personnel Summary



Historical Budget Expenditures

